

Sending Run Data Information from Image Trend Generating an XML file to Export to NEMSIS

Log into Image Trend.

1. From the upper left of the screen, click *Data Exchange*.

The *Data Exchange* page appears.

2. From the menu on the left side, click *NEMSIS Export*.

A sub-menu appears.

3. Click *Generate Events XML*.



The **NEMSIS Export** page appears.

On this page you must select what you want to export in your report.

A screenshot of the 'NEMSIS Export' page. The page has a blue header with the title 'NEMSIS Export'. Below the header, there are several sections for filtering data. The 'Service' dropdown is set to 'All'. The 'Exported' dropdown is set to 'No' and 'Strictly NEMSIS Compliant' is set to 'Yes'. The 'Time Format' section has three radio buttons: 'Time documented and appended ZULU indication' (selected), 'Time in ZULU based on agency time zone/DST', and 'Time documented with agency time zone/DST appended'. The 'Strip Special Characters' dropdown is set to 'No'. The 'Incident #' dropdown is set to 'begins with'. The 'Date Incident Reported' is set to 'to'. The 'Incident State' dropdown is set to 'All'. The 'CMS Service Level' dropdown is set to 'BLS'. The 'Medication (E18.3) Options' section has two radio buttons: 'Export Medication Name' (selected) and 'Export Medication Code'. The 'Response Disposition' dropdown is set to 'Treated, Transported by EMS (ALS)'. The 'Response Request' dropdown is set to '911 Response (Scene)'. The 'Transport Mode From Scene' dropdown is set to 'Lights and Sirens'. The 'Destination Name' dropdown is set to 'All'. The 'Transporting Agency' dropdown is set to 'A and A Township VFD (677)'. There are 'Search' and 'Clear' buttons at the bottom. A note at the bottom states: '* To display all runs, leave all text boxes blank and click the Search button.' A legend at the bottom lists 10 items: 1. D01_01 - EMS Agency Number, 2. D01_03 - EMS Agency State, 3. D01_04 - EMS Agency County, 4. D01_07 - Level of Service, 5. D01_08 - Organizational Type, 6. D01_09 - Organizational Status, 7. D02_07 - Agency Contact Zip Code, 8. E01_01 - Patient Care Report Number, 9. E01_02 - Software Creator, 10. E01_03 - Software Name.

4. From the **Exported** drop down menu, select whether you want to include runs that have been previously exported. (If this will be the first time to export from Image Trend, select *Both*. After you transfer data the first time to an organization, select *No*)
5. From the **Strictly NEMSIS Compliant** drop down menu, select whether this file should be strictly NEMSIS compliant. (If your files aren't 100% NEMSIS Silver compliant, select *No*)
6. In the **Time Format** section, select the way in which you would like times to be recorded in this export file. (Unless the organization specifies, *leave Time documented and appended ZULU indication selected*)
7. From the **Strip Special Characters** drop down box, select whether any special characters (#, ^, &, ?, *, or others) should be removed from the information included in this export file. (It is recommended to select *Yes*)
8. Use the remaining fields to enter any additional criteria that run sheets must meet in order to be included in this export.
9. When finished, click **Search** at the bottom of the NEMSIS Export page.

A screen listing all run reports meeting your criteria appears.

Hint- It is **recommended** to change the option in the **Display** drop down menu in the upper left of the screen to **All**. This will ensure that you have all the results that match your criteria.

Display: 15 Export

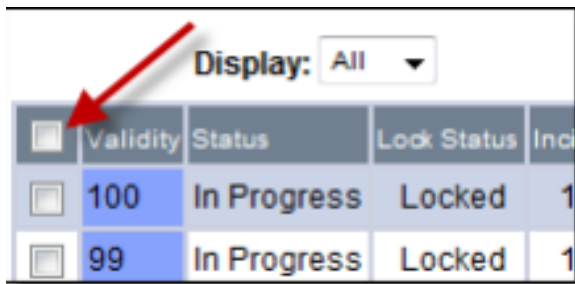
	Validity	Status	Lock Status	Incident Date	Response Disposition	Incident #	Call #	PCR #	Patient Name	DOB	SSN	Loaded Mileage	Exported
<input type="checkbox"/>	100	In Progress	Locked	11/08/10	Treated, Transported by EMS (ALS)	4544	4544	1	Jennings, Helen	05/07/1934		0.00	<input type="checkbox"/>
<input type="checkbox"/>	99	In Progress	Locked	11/08/10	Treated, Transported by EMS (ALS)	2222	2222123	2	Doe, John	11/08/2005		0.00	<input type="checkbox"/>
<input type="checkbox"/>	100	Closed	Locked	11/10/10	Treated, Transported by EMS (ALS)	43443	43443	1	Cardia, Brad	03/03/1953	987651003	0.00	<input type="checkbox"/>
<input type="checkbox"/>	100	In Progress	Locked	11/22/10	Treated, Transported by EMS (ALS)	1211D	1211D	1	Dillard, Justin	03/12/2005	999999999	0.00	<input type="checkbox"/>
<input type="checkbox"/>	94	Completed	Locked	12/01/10	Treated, Transported by EMS (BLS)	5575456368	Test101201-0495	1	Smith, Peter	04/04/1923	897563456	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0	In Progress	Locked	12/07/10	Treated, Transported by EMS (ALS)	12345	12345	1	Cardia, Brad	03/03/1953	987651003	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0	In Progress	Locked	12/16/10	Treated, Transported by EMS (ALS)	akTransferTest001	TxJoeFranks	64	franks, joe	06/13/1975	123698745	0.00	<input type="checkbox"/>
<input type="checkbox"/>	0	Completed	Locked	01/01/11	Treated, Transported by EMS (ALS)	555	Test110101-0003	1	Doe, John	01/01/1900		0.00	<input type="checkbox"/>

Records 1-8 of 8
Go to Page: ... 1

Validity Index
100-80
79-60
59-40
39-0

10. To include all incidents listed into your export report, select the checkbox in the header row, just to the left of Validity.

NOTE: If you didn't select **Display All** earlier and you have multiple pages of incidents, all the incidents only on this page will be identified by selecting the box to the left of validity. You will then have to go page by page.



<input type="checkbox"/>	Validity	Status	Lock Status	Inc
<input type="checkbox"/>	100	In Progress	Locked	1
<input type="checkbox"/>	99	In Progress	Locked	1

OR if you prefer

To select individual runs, select the checkbox(s) for each one to include.

11. Click **Export** in upper right side of the screen.

A **NEMSIS Export** confirmation page appears with information about the pending export.



NEMSIS Export

Runs to be Exported 4
Exported No
Data mapping
Generate File Format NEMSIS XML

Additional Configurations

Lock Calls Upon Export ☒ No ☐ Yes ?
Update Status Upon Export ☒ No ☐ Yes ?

Continue Cancel

If you select Yes, the calls will get locked upon export. The locking update will be tracked in the history audit trail for the call. It will say that the locking was performed upon the NEMSIS export and the name of the user who generated the export will be listed.

12. The top half of the box gives an overview of your pending export report.




The bottom half of the box provides additional options for your report.


For more information about a specific configuration option, hover your pointer over the question mark icon.


It is recommended to leave the default of *no*.

13. Click **Continue**.

The Search Results page appears with the NEMSIS XML file you have generated.

File Name	Records Exported	Date Created	User Created	Last Download Date	Last Downloaded By	Report	Delete
 NemsisXML_110118-1558.xml	4	01/18/2011	Admin, Service	N/A			

14. To download the file, click the *Download* icon  and use the dialog box to save or open the file.

15. To view the incidents included in this file, click the *Report* icon .

If you want to transfer the file- Click on the server icon with the Red Arrow of the file you want to export. A new box will open at the bottom of the left side of the screen. (Note- this is if you are using Google Chrome as your web browser. If you are using another web browser, like Fire Fox, the box will appear in a different spot on your screen).

Right click on this new box and select **Show in folder**.

You will then be prompted to select where you want to store the file.

Determine where you want to store the file and if you want to change the name of the file.

Exit the program.

Go to the Service you want to transfer the file to. Follow their steps to transfer and when asked, follow the steps to where you saved the file to be exported.

If you just want to examine the file- Click on the Report icon to easily see what will be transferred in the file(s).

If you have additional questions, please contact Murray Lawry at mlawry@isdh.in.gov